



EVORA

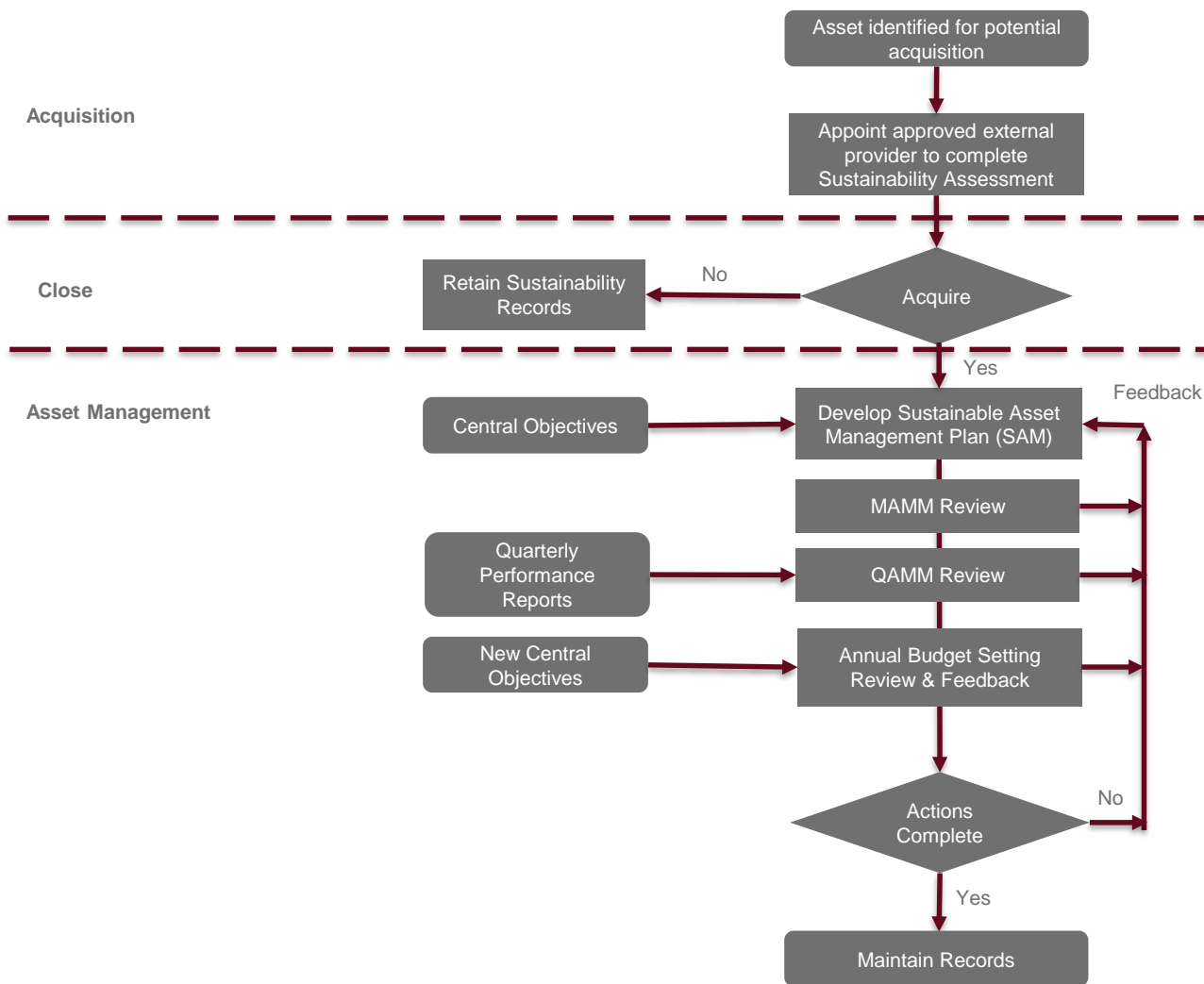
# Europa Capital Our Approach to Sustainability

2018 - 2020 – Version 1.1



# Asset Level Sustainability Action Plan

The flow chart below, sets out the Europa Capital approach to ensuring sustainability is addressed throughout the asset lifecycle. The approach is designed to ensure that risks are appropriately understood and managed and that opportunities are identified and, where feasible, addressed. This approach helps Europa Capital to future-proof assets under management and convert acquisitions into institutional grade assets (where sustainability performance is often considered).



Europa Capital has entered into an agreement with EVORA to ensure consistent and accurate application of our Due Diligence Sustainability Assessment Methodology and to ensure local area environmental risks are considered and understood.

Contact [info@evoraglobal.com](mailto:info@evoraglobal.com) to make arrangements.

Information collected must be used to inform the acquisition decision making process. Records will be retained – even if acquisition does not proceed.

Following acquisition, where appropriate, all assets are required to develop Sustainable Asset Management Plans (SAMs) using the template provided on page 4. Results of Due Diligence Assessment and Centralised Objectives must be considered along with budgets in the development of SAMs.

Progress is reviewed at Monthly Asset Management Meetings (MAMMs) and reported at Quarterly Asset Management Meeting (QAMMs). A formal annual review is completed during the budget setting process - feedback is provided to drive continual improvement through the SAM.

On completion – a full record of progress will be maintained. This can be used to provide demonstration of progress and to inform development of future SAMs.



# Building Sustainability Assessments



Europa Capital have prescribed a voluntary Operational Performance Checklist and for new acquisitions, a due diligence Building Sustainability Assessment Toolkit (BSAT). These Sustainability Assessments will cover the issues below - where data is available.

## Basic Asset Level Information

- Size
- Occupation (number of tenants, floor space occupied)
- Heating, Ventilation and Air Conditioning Set Up
- Responsibility (i.e. who is responsible for energy, water and waste management – including procurement)
- Year of construction
- Flood risk (where database information exists)

## Compliance Information

- Availability of an energy performance certificate, its validity and rating
- Availability of an air conditioning energy efficiency inspection
- Compliance with other local legislation

## Environmental Performance

- Energy, water and waste performance (in consumption and cost terms) – where data is available
- Benchmarked where possible
- Existing initiatives – what sustainability measures have already been taken (considering energy efficient and renewable technologies)

## Certifications

- Confirmation of building certification status (presence of BREEAM In Use, DNGB, LEED or other certificates)

## Improvement Opportunities

- Identification of opportunities to reduce or improve performance considering
  - Environmental issues
  - Social issues
  - Governance issues

Note: To manage costs appropriately– full cost benefit analysis of improvement opportunities will not be included at this stage. Further investigation and confirmation of costs may be required.



# Sustainable Asset Management Plan (SAM)



The table below must be used as the format for the development of SAMs. All multi let assets must develop a SAM. The plan can contain actions that cover compliance, investigation, certification and improvement. Progress should be reviewed during MAMMs and summarised at QAMMs. On an annual basis a full review is to be completed to ensure alignment with budget plans. Support to develop and review plans can be obtained from EVORA (contact [kbrown@evoraglobal.com](mailto:kbrown@evoraglobal.com) – Katie Brown).

SAMs must be developed using information gathered from Due Diligence Sustainability Assessments and Central ESG objectives. Examples, showing all categories are presented below.

Action	Category	Responsibility	Target Date	Budget €	Justification	Progress Notes
Complete updated EPC	Compliance	Property Manager	March 2020	2,000	Asset was sold with an old EPC that does not factor in recent improvements	
Investigate replacement of air conditioning systems with modern units	Investigation	External Consultants	May 2020	5,000 (for investigation)	Opportunities identified in due diligence – further analysis required	
Replace common area lighting with LED alternatives	Improvement	Contractor [name] – project managed by Property Manager	March 2021	25,000	Analysis from due diligence assessment demonstrates a payback of two years – budget allocated	
Obtain BREEAM in Use Accreditation (Parts 1 – Asset and 2 – Management)  Consider FITWEL – Health and Wellbeing assessments as a further option	Certification	Consultant Advisors	June 2023	10,000	To demonstrate sustainability credentials	
Review Modern Slavery controls across supply chain	Compliance	Property Manager	December 2021	No additional cost	Obtain confirmation that practices are in place to eliminate risk of modern slavery in supply chain (follow separate action plan)	
Introduce tenant engagement programme	Improvement	Property Manager	Ongoing	No additional cost	Discuss sustainability initiatives and opportunities with tenants – record results	



# Sustainable Asset Management Plan - Guidance



This section summarises requirements for each section of the SAM.

## Action

Actions can be identified through Due Diligence assessments, asset level improvement audits and/or central objectives and may relate to Environmental, Social and/or Governance issues.

## Category

To aid future analysis, please categorise each improvement action. There are four categories available:

- Compliance
- Investigation
- Improvement
- Certification

## Responsibility

Confirm responsibility for actions – contact details can be added to aid practical use.

## Target date

Establish and confirm the target date.

## Budget

Provide an overview of the budget for tracking purposes.

## Justification

Provide a summary justification – this can cross reference to other documents where needed.

## Progress Notes

Space to update notes. The SAM is designed to be a working document.





## Contact Us

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